

Message

From: Robinson, Valois [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A4217A71307D4429B7BDC7C80EB40C7D-SHEA, VALOIS]
Sent: 1/17/2020 6:07:18 PM
To: Suchomel, Bruce [Suchomel.Bruce@epa.gov]
Subject: RE: Call Memo for Cadmus (EP-C-15-022) Option Period 5

OK. Sorry I didn't catch that we are already looking at Option period 5. I thought we were just talking about adding more money under option period 4. Let me look at the end date for option period 4 to see if we need Cadmus past that point.

Valois

Valois Robinson
U.S. EPA Region 8
MailCode: 8WD-SDU
1595 Wynkoop Street
Denver, CO 80202-1129
Phone: (303) 312-6276
Fax: (303) 312-6741
Email: robinson.valois@epa.gov

From: Suchomel, Bruce <Suchomel.Bruce@epa.gov>
Sent: Friday, January 17, 2020 11:06 AM
To: Robinson, Valois <Robinson.Valois@epa.gov>
Subject: FW: Call Memo for Cadmus (EP-C-15-022) Option Period 5

. and I'll receive updated forms directly from Nancy next week.

From: Suchomel, Bruce
Sent: Friday, January 17, 2020 11:03 AM
To: Robinson, Valois <Robinson.Valois@epa.gov>
Subject: FW: Call Memo for Cadmus (EP-C-15-022) Option Period 5

. all of the forms are required because in a WA contract, each option period is separate from the previous option period so we will have to do all of the forms.

From: Suchomel, Bruce
Sent: Friday, January 17, 2020 10:56 AM
To: Robinson, Valois <Robinson.Valois@epa.gov>
Subject: RE: Call Memo for Cadmus (EP-C-15-022) Option Period 5

I'll check – are you sure there will be no additional services needed from Cadmus?

Bruce

From: Robinson, Valois <Robinson.Valois@epa.gov>
Sent: Friday, January 17, 2020 9:54 AM
To: Suchomel, Bruce <Suchomel.Bruce@epa.gov>
Subject: RE: Call Memo for Cadmus (EP-C-15-022) Option Period 5

Hi Bruce,

The modification would involve just adding additional money to complete Task 4. We just need more hours to continue the same work as described in the existing work assignment. So do we still need to do all that work?

Thanks!

Valois

Valois Robinson
U.S. EPA Region 8
MailCode: 8WD-SDU
1595 Wynkoop Street
Denver, CO 80202-1129
Phone: (303) 312-6276
Fax: (303) 312-6741
Email: robinson.valois@epa.gov

From: Suchomel, Bruce <Suchomel.Bruce@epa.gov>
Sent: Friday, January 17, 2020 7:51 AM
To: Robinson, Valois <Robinson.Valois@epa.gov>
Subject: FW: Call Memo for Cadmus (EP-C-15-022) Option Period 5

Valois,

If you're planning to continue receiving Cadmus support for Dewey-Burdock, then we will need to get this package together. You should start working on items 1-3 below. I plan to work on the remaining needed items. I'll need to review everything we've gathered by Feb 14 in order to meet Nancy's deadline of the 21st. This will include any approval packages for QA. (Note: we can always submit the QA approvals later if we are unable to obtain concurrence by the 2/21.)

Bruce Suchomel, Environmental Engineer/COR
UIC Projects and Permits, USEPA (8WD-SDU)
1595 Wynkoop Street
Denver, CO 80202
303-312-6001

From: Parrotta, Nancy <Parrotta.Nancy@epa.gov>
Sent: Thursday, January 16, 2020 8:03 AM
To: Ngo, Kim <Ngo.Kim@epa.gov>; Rao, Kate <Rao.kate@epa.gov>; Suchomel, Bruce <Suchomel.Bruce@epa.gov>
Subject: FW: Call Memo for Cadmus (EP-C-15-022) Option Period 5

From: Parrotta, Nancy

Sent: Thursday, January 16, 2020 10:01 AM

To: OW-OGWDW Drinking Water Protection Division-IO

<OWOGWDW_Drinking_Water_Protection_DivisionIO@epa.gov>; OW-OGWDW Infrastructure Program

<OWOGWDW_Infrastructure_Program@epa.gov>; OW-OGWDW Prevention Program

<OWOGWDW_Prevention_Program@epa.gov>; OW-OGWDW Protection Program

<OWOGWDW_Protection_Program@epa.gov>

Cc: Bissonette, Eric <Bissonette.Eric@epa.gov>

Subject: Call Memo for Cadmus (EP-C-15-022) Option Period 5

Option Period 4 of the Cadmus contract (EP-C-15-022) ends on June 30, 2020. We will be starting soon to exercise Option Period 5 of the contract which starts on July 1, 2020. Please start sending me your new work assignment packages for Option Period 5 of the Cadmus contract as soon as you can (but no later than February 21, 2020) in order for us to process all your paperwork and get your new work assignments on the contract by July 1st. It takes time to get all of these work assignments through the QA process and CAD. We will start sending out projected roll over amounts for each WA after the June invoices come in probably around the 4th week of July.

Your work assignment package includes your:

- 1) performance work statement (PWS),
- 2) independent government cost estimate (IGCE),
- 3) CPOD checklist,
- 4) quality assurance form,
- 5) confidential business information form,
- 6) COR nomination for both the primary and alternate WACOR with FAITAS Certs
- 7) COR appointment memo for both primary and alternate WACOR
- 8) Immediate Start Memo
- 9) Approved online Conference Form 5170 (if you are doing a conference over \$20K)
- 10) QA Verification Form (If you are not in OGWDW)
- 11) LOE memorandum requesting EPA's LOE estimate be provided to the contractor, if you are taking this option
- 12) FITARA approval email

If your work assignment requires contract support for any meeting or conference with a total projected cost (including the Government and contractor) of \$20,000 or more, we need to show that the electronic Conference Form (Form 5170) has been approved and attach that approval in supporting documentation in EAS. The CO will not approve tasks related to meeting activities without either an approved form or a memo stating that EPA does not expect the total cost of the meeting to exceed \$20,000.

Most of these forms are on the G share drive under DWPD/Contracts/Cadmus EP-C-15-022/Forms. I will send the forms out via email as well. The conference form is online at <https://ocfosystem5.epa.cgipdc.net/ConferenceSpending/login.action>.

Please send me via email or hand deliver your WA packages to me. I will upload your packages into EAS. I will need a Word version of your PWS via email so we can review and provide comments on the PWS.

Please note that you cannot provide/issue technical direction on your new work assignment until the effective date of your work assignment.

If you are a brand new WACOR, please note that you will need to complete the mandatory COR certification requirements through FAITAS.

When preparing your work assignment packages, please note the following:

- Performance Work Statements (PWSs): Use the existing format in our PWS template. Clearly and concisely, outline the work required. Only include work that can be accomplished July 1, 2020 –June 30, 2021. All task descriptions must state what the contractor is required to do, and must include a schedule and all end products. You can indicate that technical direction will be used to refine task details that may not be available at work assignment issuance. However, you cannot define or add tasks with technical direction. All tasks must definitively state, “The Contractor shall.....” Please use the correct QA language for your work assignment.
- Independent Government Cost Estimate: Please use the rates on the IGCE form unless you know that your particular project uses higher unloaded rates. Also, if your past work has been done by subcontractors, please include this in your IGCE.

For WSD staff: Please use your Fy20 Business Plan amounts when developing your work assignments. We will go back in and amend as necessary when we receive our final budget.

Please give me a call at 564-5260 if you have any questions... Thanks...

Nancy Parrotta
Office of Ground Water and Drinking Water
U.S. Environmental Protection Agency
Washington, DC
Office Phone: 202-564-5260